

PROFIT AND LOSS A/C FOR THE YEAR ENDED.....

Dr.

Cr.

Expenditure	Amt	Income	Amt
1.INTEREST paid payable		1.INTEREST RECEIVED on loans and advances on investments	
2.BANK CHARGES		2. DIVIDEND RECEIVED ON SHARES	
3.SALARIES AND ALLOWANCES OF STAFF		3. COMMISSION	
4. CONTRIBUTION TO STAFF PROVIDENT FUND		4. MISCELLANEOUS INCOME share transfers fees Rent rebate on interest sale of forms	
5. SALARY AND ALLOWANCES OF MANAGING DIRECTORS		5.land income &expenditure	
6. ATTENDANCE FEES AND TRAVELLING EXPENSES OF DIRECTORS AND COMMITTEE MEMBERS			
7. TRAVELLING EXPENSES OF STAFF			
8. RENT, RATES AND TAXES			
9. POSTAGE, TELEGRAMS AND TELEPHONE CHARGES			
10. PRINTING & STATIONARY			
11. AUDIT FEES.			
12. GENERAL EXPENSES (CONTINGENCIES)			
13. BAD DEBTS WRITTEN OFF PROVISION MADE FOR BAD DEBTS			
14. DEPRECIATION ON FIXED ASSETS			
15. LAND INCOME AND EXPENDITURE			
16. OTHER INCOME			
17. NET PROFIT CARRIED TO BALANCE SHEET			

# BALANCE SHEET AS ON.....

Liabilities	Amt	Assets	Amt
<b>1.SHARE CAPITAL:</b> <ul style="list-style-type: none"> <li>Authorized-shares of Rs.- each</li> <li>Subscribed-shares of Rs-each</li> <li>Less: calls in arrears</li> </ul>		<b>1. CASH / BANK BALANCE</b> <ul style="list-style-type: none"> <li>Cash in hand</li> <li>Cash in bank</li> </ul>	
<b>2. RESERVE FUND AND OTHER FUNDS:</b> <ul style="list-style-type: none"> <li>Statutory reserve fund</li> <li>Building fund</li> <li>Special development fund</li> <li>Bad and doubtful debts</li> <li>Investment depreciation fund</li> <li>Dividend equalization fund</li> <li>Bonus equalization fund</li> <li>Reserve for overdue interest</li> <li>Other funds</li> </ul>		<b>2. INVESTMENTS</b> <ul style="list-style-type: none"> <li>Govt. securities</li> <li>Other trustee securities</li> <li>Non-trustee securities</li> <li>Share of co-operative societies</li> <li>Shares, debentures or bonds of companies register under co. act</li> <li>Fixed deposits</li> </ul>	
<b>3. STAFF PROVIDENT FUND:</b>		<b>3. INVESTMENT OF STAFF PROVIDENT FUND:</b> <ul style="list-style-type: none"> <li>Investment of staff provident funds</li> <li>Advances against staff provident funds</li> </ul>	
<b>4. SECURED LOANS :</b> <ul style="list-style-type: none"> <li>Debentures</li> <li>Loans, overdrafts and cash credit from bank.</li> <li>Loans from government</li> <li>Other secured loans</li> </ul>		<b>4. LOANS AND ADVANCES:</b> <ul style="list-style-type: none"> <li>Loans</li> <li>Overdrafts</li> <li>Cash credits</li> <li>Loans due by managing committee members Rs.____</li> <li>Loans due by secretary and other employees Rs._____</li> </ul>	
<b>5.UNSECURED LOANS:</b> <ul style="list-style-type: none"> <li>Loans, cash credit and overdraft from</li> <li>Central banks</li> <li>From government</li> <li>From others</li> <li>Bills payable</li> </ul>		<b>5.SUNDRY DEBTORS:</b> <ul style="list-style-type: none"> <li>Credit sales</li> <li>Advances</li> <li>others</li> </ul>	
<b>6. DEPOSITS :</b> <ul style="list-style-type: none"> <li>fixed deposits</li> <li>Recurring deposits</li> <li>Thrift or saving deposits</li> <li>Other deposits</li> <li>Credit balances in cash credit and overdraft A/c</li> </ul>		<b>6. CURRENT ASSETS:</b> <ul style="list-style-type: none"> <li>Stores and spare parts</li> <li>Loose tools</li> <li>Stock in trade</li> <li>Work in progress</li> </ul>	
<b>7.CURRENT LIABILITIES AND PROVISIONS:</b> <ul style="list-style-type: none"> <li>Sundry creditors</li> <li>Outstanding creditors: <ul style="list-style-type: none"> <li>a) For purchases</li> <li>b) For expenses</li> </ul> </li> </ul> Including salary of staff, rent, taxes etc. <ul style="list-style-type: none"> <li>Advance recoveries, unexpired subscription, premium, commission etc.</li> </ul>		<b>7. FIXED ASSETS:</b> <ul style="list-style-type: none"> <li>Land and building</li> <li>Leaseholds</li> <li>Railway siding</li> <li>Plant and machinery</li> <li>Loose tools and other equipments</li> <li>Dead stock</li> <li>Furniture and fittings</li> <li>Live stock</li> <li>Vehicles etc.</li> </ul>	

8. UNPAID DIVIDENDS:		8.MISCELLANEOUS EXPENDITURE AND LOSSES: <ul style="list-style-type: none"> <li>• Goodwill</li> <li>• Preliminary expenses</li> <li>• Expenses connected with the issue of shares and debenture Including underwriting charges, brokerage etc.</li> <li>• Deferred revenue expenditure</li> </ul>	
9. INTEREST ACCRUED DUE BUT NOT PAID:		9. OTHER ITEMS : <ul style="list-style-type: none"> <li>• Prepaid expenses</li> <li>• Interest accrued but not due</li> <li>• Other items( to be specified)</li> </ul>	
10. OTHER LIABILITIES (TO BE SPECIFIED)		10. PROFIT AND LOSS A/C: ACCUMULATED LOSS NOT WRITTEN OFF	
11. PROFIT AND LOSS A/C : <ul style="list-style-type: none"> <li>• PROFIT FOR THE LAST YEAR</li> </ul> Less: appropriations Add: profit for the current year		11. CURRENT LOSSES:	
CONTINGENT LIABILITY			
Total		Total	